



# Primer: Filing Your Annual Recycling and Waste Reduction Report

Department of Environmental Protection  
Division of Solid Waste Services  
Multi-Family Recycling Program

*Lauren Kuhn, Program Manager*

19 November 2009



Think Reduce and Recycle at Apartments and Condominiums



# Executive Regulation 15-04AM

## Reporting Requirements

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- Annual Report due every February 1
  - Property and contact information
  - Volumes and weights of all materials collected for recycling and for solid waste disposal
  - Description of efforts to educate residents and staff
  - Description of waste reduction activities
  - Signature of responsible party
- Notice of Filing sent December 1

***You can now file online!***



# File Online!

- Establish an online recycling history for your property(ies)

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Account Home | Contact us | Logout

Welcome: Lau

## Annual Recycling Report Dashboard

Diamond Square Apartments

**Business/Property Groups**

[Add a new business/property group](#)

Business/Property Groups	Report status	Delete
<a href="#">Damascus Square Condominium</a>	<a href="#">2008 Filed Report</a>	<a href="#">Delete</a>
<a href="#">Diamond Square Apartments</a>	<a href="#">2008 Filed report</a>	<a href="#">Delete</a>
<a href="#">The Best Apartment Building</a>	<a href="#">Edit Report 2008</a>	<a href="#">Delete</a>

**Account Tools**

- [Edit your account information](#)
- [Change your password](#)

**Report Archive**

Damascus Square Condominium

Year	Recycling Rate (required materials)	Recycling Rate (required + voluntary materials)
<a href="#">View 2008 Report</a>	46.67	46.67

Keep track of multiple properties on one screen

Track recycling progress and view previous year reports

- Minimize data entry from year to year

[www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling)



# Online Filing Creating an Account



## Annual Recycling Report for Businesses and Properties

→ [Apartment/Condominium Recycling Program \(TRRAC\)](#)

→ [Non-Residential Recycling Program \(SORRT\)](#)

If your business or property type is a	Your filing deadline is
Multi-family property (seven or more dwelling units) owner, manager, or common ownership association	February 1, 2009
Large business (250+ employees)	
Medium business (100-249 employees)	March 1, 2009
Small business (fewer than 100 employees) that received a written	

### Sign in

My email address is

My password is

**Sign me in**

→ [Send me my password](#)

→ [Create an account](#) - I'm a new filer

→ [Contact us for report assistance](#)

[www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling)

**TRRAC**   
Think Reduce and Recycle at Apartments and Condominiums



# Online Filing Material Data

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Welcome: Mike Potter | Last Login: NOV 13 2009

Recycling | Trash | Waste Reduction | Education | Report Details | Preview | Submit

## Commingled Materials Amount collected in 2008

**Required Recycled Materials**

- [Christmas Trees](#)
- [Commingled Materials](#)
- [Mixed Paper](#)
- [Scrap Metal](#)
- [Yard Trim](#)

[Edit List](#)

**Add a Container Type**

*Fields marked \* are required if applicable.*

**Central Collection container type \***

Dumpster: 2 cubic yards

**Number of Containers of this type \***

**Number of pickups per** -Select One- \*

**Quantity collected :**

-Select One-

Drop-down lists  
make filing your  
annual report easy.



# Online Filing Material Data

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Welcome: Mike Potter | Last Login: NOV 13 2009

Recycling

Trash

Waste Reduction

Education

Report Details

Preview

Submit

## Commingled Materials Amount collected in 2008

### Required Recycled Materials

[Christmas Trees](#)

☒ [Commingled Materials](#)

[Mixed Paper](#)

[Scrap Metal](#)

[Yard Trim](#)

[Edit List](#)

Type	Number of Containers	Pickup Frequency	Quantity	Action
<a href="#">Dumpster: 2 cubic yards</a>	1	1 per week	10000 pounds	<a href="#">Delete</a>

[+ Add a Container](#)

### Hauler/Collector information for this material

#### Hauler/Collector

Waste Management of Maryland @ 8001 Beechcraft AVE

Green check =  
section complete

**TRRAC**

Think Reduce and Recycle at Apartments and Condominiums





# Online Filing Scrap Metal

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Welcome: Lauren Manager | Last Login: NOV 13 2009 02:47 PM

Recycling | Trash | Waste Reduction | Education | Report Details | Preview | Submit

## Scrap Metal Amount collected in 2008

**Required Recycled Materials**

- ✓ [Christmas Trees](#)
- ✓ [Commingled Materials](#)
- ✓ [Mixed Paper](#)
- [Scrap Metal](#)
- [Yard Trim](#)

[Edit List](#)

**Add a Container Type**

*Fields marked \* are required if applicable.*

Central Collection container type \*

Number of Containers of this type \*

Number of pickups per  \*

Quantity collected :

Form is flexible.

Keep track of how many collections occur over the year.

Request scale house receipts or invoices that specify the weight collected.



# Online Filing Yard Trim

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Recycling | Trash | Waste Reduction | Education | Report Details | Preview | Submit

### Yard Trim Amount collected in 2008

**Required Recycled Materials**

- ✓ [Christmas Trees](#)
- ✓ [Commingled Materials](#)
- ✓ [Mixed Paper](#)
- ✓ [Scrap Metal](#)

[Yard Trim](#)

[Edit List](#)

**Add a Container Type**

Fields marked \* are required if applicable.

Central Collection container type \*

Number of Containers of this type \*

Number of pickups per  \*

Quantity collected :

If you filled in the property's green acreage, and you specify here how the material is processed, the County will estimate the weight generated.

Or, request the weight or volume from your landscaper.





# Online Filing Waste Reduction

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Welcome: Mike Potter | Last Login: NOV 13 200

Recycling	Trash	<b>Waste Reduction</b>	Education	Report Details	Preview	Submit
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**Describe the progress in waste reduction and reuse efforts that have been undertaken in an effort to reduce the amount of refuse generated. \***

*Fields marked \* are required.*

Hold resident yard sale twice a year. Held clothing drive in the fall that collected 200 jackets.

Upload document

**Follow the tabs  
across the top to  
complete the report**

**You can upload existing  
plans or flyers instead of  
retyping your  
accomplishments**



# Online Filing Education

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Recycling

Trash

Waste Reduction

**Education**

Report Details

Preview

Submit

## Outreach/Education activities

☒ Included recycling information in move-in package

☐ Included recycling information in property newsletter

Number of times a year

0

☒ Had informative recycling posters at all collection sites

☒ Conducted resident recycling outreach/education event

☒ with Montgomery County

☐ without Montgomery County

☐ both with and without Montgomery County

Event dates

☒ Provided in-unit recycling bins for residents to use

### Other outreach/education Activities

Resident Green Team held floor-by-floor recycling competition.

What new educational materials from the County would be helpful in your efforts to educate yourself, your staff, and and your residents?

As on the paper form,  
specify the activities  
undertaken to educate  
your residents.



# Online Filing Submission

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Welcome: Lauren Manager | Last Login: NOV 13 2009 05:10

Fields marked \* are required.

☒ Recycling ☒ Trash ☒ Waste Reduction ☒ Education ☒ Report Details

### Sign and Submit Report

☒ I have completed my Report \*

☒ I hereby certify that as the Designated Responsible Person, I am submitting this report in accordance with [Montgomery County Executive Regulation 15-04AM](#), which requires that I, as the Designated Responsible Person, submit this report by my property, and confirm that the above information is true and correct.

Name of Property Owner, Manager, or Other Responsible Person

Title of Property Owner, Manager, or Other Responsible Person

NOTE: Want to print or save a copy for your records? We will give you a printable version of your report on the screen.

- E-mail confirming report was submitted
- E-mail after field verification providing your recycling rate
- You can view/print submitted reports any time



# Paper Filing

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- Paper form still available
  - We will enter data into online system for your future access
- Does your collection company fill in the report for you?
  - Review the report before submitting it to DSWS
    - Did collector put information in the right places?
    - Does the collector collect all of your materials, including scrap metal and yard trim?
    - Does the collector know how you educated residents or what waste reduction activities you conducted?



# Annual Reports

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- Create a folder for copies of relevant material
  - Collection contracts, contacts, and invoices
  - Weight receipts or scale-house documentation
  - Waste reduction activities
  - Education/outreach activities
  - Previous report submissions
- Know how your property recycles
- Questions arise while you are filling out the report? Call or e-mail us!



# Questions? Need More Information?

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## Montgomery County Division of Solid Waste Services TRRAC Program

101 Monroe Street, 6th Floor  
Rockville, Maryland 20850

(240) 777-6446 (PHONE)

(240) 777-6465 (FAX)

(240) 777-6442 (TTY)

[www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling)

[recycle@montgomerycountymd.gov](mailto:recycle@montgomerycountymd.gov)

**Stop.Think.**



**Is that really trash...  
or is it recyclable?**

**TRRAC** A green recycling symbol consisting of three chasing arrows forming a triangle.

Think Reduce and Recycle at Apartments and Condominiums